

807.06 [ANNEX B]: Terminal Digit Filing Order

Terminal Digit Filing Order:

1. All prisoners are assigned a six-digit unique health care record number, as delineated in Annex B (Terminal Digit Filing Order)
2. The six-digit health care record number is divided into three sections. The primary digits are the last two on the right hand side; the secondary digits are the middle digits; and the tertiary digits are the two digits on the left-hand side.

00	11	22
Tertiary	Secondary	Primary

In filing or pulling, always read the numbers from the right, then middle, and last left.

3. In terminal digit filing order, there are 100 primary sections ranging from 00 to 99.
4. This procedure will be used in the Anchorage Correctional Complex-East Health Information Office.
5. It will be at the institution's discretion as to whether they choose to use Terminal Digit Filing or Alphabetical Filing system.